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ABSTRACT

As part of a self-evaluation of admissions policies, William Rainey Harper College (WRHC) surveyed the general and specific admissions requirements of 18 comparable community colleges. The survey instrument requested information on general admissions requirements for full- and part-time students; additional requirements for specialized programs; requirements for international students and those without high school diplomas; penalties for failure to submit required credentials; and the use of credentials for advisement, placement, and admissions decisions. Findings of the survey, based on responses from 15 colleges, include the following: (1) only a minimal number of credentials were required for admission to full-time status--13 schools required a completed application form and 11 schools required high school and college transcripts, but less than half of the colleges had an application fee, required American College Testing or reading test scores, or had health requirements; (2) schools had even fewer requirements for part-time students; (3) nine colleges had specialized requirements for their nursing programs; (4) 12 colleges accepted foreign students on a visa and all of these schools required minimum English-language test scores; (5) no schools required high school graduation, but 33% required either a General Education Diploma or the equivalent. The study report details methodology and findings and provides data tables and the questionnaire. (KL)

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STUDY OF ADMISSION REQUIREMENTS AT A SELECT GROUP OF COMMUNITY COLLEGES IN THE UNITED STATES.

Volume II, Number II.

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JC 810 600

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Purpose

The purpose of this project was to evaluate the admission requirements at Harper College by examining the general and specific admission requirements at comparable community colleges in the United States. This study was requested by the Admissions office.

Population Surveyed and Methodology

Eighteen community colleges in the United States were selected as comparable to Harper and were included in the survey. The names of these colleges are shown in the appendix. This group of colleges was mailed the survey shown in the appendix and after another follow-up mailing, 15 of the 18 colleges responded for an 83 percent return rate. The survey was developed jointly by the Admissions office and the Office of Planning and Institutional Research.

Discussion of Results

When examining general admission requirements for full-time students it appears only a very minimum number of credentials are required for admission. Almost 90 percent require an application form, and almost three-fourths require a high school transcript and a college transcript (for students transferring in). Less than half require an application fee and then it only amounts to about $10.00. Only about a third require ACT scores and health information while other credentials and minimum scores were required by 2 or fewer colleges. Requirements for part-time students were even fewer. Moreover, these few required credentials are more frequently used for advisement and placement than they are for the admission decision. When students fail to submit required credentials, the majority of the colleges sampled prevent them from registering either their first or second semester at the college. The other colleges apply less restrictions to these delinquent students. Twelve of the 15 colleges discriminate general admission requirements on the basis of full or part-time status while the other 3 colleges discriminate on the basis of whether or not the student is seeking a degree.

Health programs often require additional credentials for admission and all maintain specific deadlines for application. These additional requirements are usually in the form of minimum test scores, minimum grades in certain prerequisite courses, interviews and physical examinations.

Some 80 percent of the colleges surveyed admit international students on visas and all those who do require minimum scores on the TOEFL. This minimum score centers around 500. In addition nine of the colleges require a financial statement from the international students.

All of the colleges surveyed admit non-high school graduates and over half have no special requirements for them. About a third of the colleges require either a GED or some alternative credentials.

SUMMARY OF RESULTS

Categorization of General Admission Requirements	Number
Number of colleges which distinguish between full and part-time students for general admission requirements	12
Number of colleges which distinguish between degree seeking and non-degree seeking students for general admission requirements	3

Items Required and Enforced for General Admission

Full-Time Students	Number of Colleges	PCT
Application form completion	13	87
High school transcript	11	73
Transfer college transcript (if applicable)	11	73
Application fee (2 - $5 4 - $10 1 - $25)	7	47
ACT test scores	5	33
Health requirements (health programs only for 2 colleges)	4	31
Minimum ACT scores (20 for transfer programs, 17 English for English 101)	2	18
Nelson Denny reading test	2	FR
Letters of reference	1	7
Residency statement	1	FR
English writing sample	1	FR
Minimum high school GPA (2.00)	1	8
Part-Time Students		
Application form completion	12	80
Application fee	6	40
High school transcript	5	33
Transfer college transcript (if applicable)	5	33
Health requirements	2	15
ACT test scores	1	7
Minimum high school GPA (2.00)	1	7
Nelson Denny reading test	1	FR

Specialized Programs With Additional Admission Requirements

Program	Number of Colleges Requiring Additional Credentials
Nursing ADN	9
Nursing LPN	4
Medical Laboratory Technicians	4
Radiography	3
Respiratory Therapy	3
Dental assisting	3
Physical Therapy Assistant	2
Medical Records Technician	2
Medical Assistant	2
Operating Room Technician	1
Biomedic Technician	1

In addition, two other colleges require special deadlines only for health career fields.

Besides deadlines most of the additional requirements center around minimum test scores and minimum grades in certain prerequisite courses plus interviews and physical examinations.

International Students

Number of colleges which accept students on a VISA 12

All of these colleges require minimum TOEFL scores.

550 - 1
525 - 1
500 - 5
450 - 2
400 - 2
375 - 1

Nine of the colleges require a financial statement and four have other additional requirements.

Non-High School Graduates

	N
No special requirements for non-high school graduates	8
GED or alternative credentials required	5
GED only	2

Action Taken if Student Doesn't Submit Required Credentials

Action Taken	N	PCT
Students prevented from enrolling the first semester	2.83	20.2
Students prevented from enrolling second semester	5.34	38.2
Students restricted to enrolling only part-time	1.50	10.7
Financial aids, graduation or transcript issuance held up	1.00	7.1
Students simply encouraged to submit missing items	2.33	16.7
No action taken	1.00	7.1
	14.00	100.0

How Credentials Used at Colleges Surveyed

Decisions	PCT Where Credential is the Major Component or a Major Factor in Decision	Extent to Which Credentials Used Index Rating*
Advisement	66.7	2.07
Placement	26.7	1.40
File background	38.5	1.38
Admission decisions	35.7	.93

Assigning transfer credit 1 free response for major component

*Index rating

3 = the major component

2 = a major factor

1 = used somewhat

0 = not used

DETAILED RESULTS

Total - 12

SURVEY OF ADMISSIONS
POLICIES AMONG COMMUNITY COLLEGES

1. What specific credentials do you require for general admission to your college for both full-time and part-time students? Check (√) the appropriate column for each of the credentials listed for both full-time and part-time students.

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
High school transcript	8	1	3	2	1	9
Minimum high school GPA (What is it?) See comments			10			11
ACT test scores	4	2	6		1	11
Minimum ACT score (What is it?) See comments	2		6			9
SAT test scores			10			10
Minimum SAT score (What is it?)			7			7
Letters of reference	1		10			11
Health requirements See comments	2	1	7		1	9
Transfer college transcript	8	1	3	2	1	9
Minimum college transfer GPA (What is it?) See comments		(2.0) 1	7		(2.0) 1	8
Application fee (What is it?) $5.00 - 2, $10.00 - 2 and $25.00 - 1 after acceptance	5		7	4		8
Application form completion	10	1	1	9	1	2
Deadline for new student admission (What is it?) See comments		1	7		1	7
Other (specify)						
Residency statement	1					1
Nelson-Denny reading test	1					1
English writing sample	1					1

Total - 3

SURVEY OF ADMISSIONS
POLICIES AMONG COMMUNITY COLLEGES

1. What specific credentials do you require for general admission to your college for both full-time and part-time students? Check (✓) the appropriate column for each of the credentials listed for both full-time and part-time students.

	Degree			Non-Degree		
	Full-Time or Part-Time Students			Full-Time or Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
High school transcript	3					3
Minimum high school GPA (2.0 for Nursing) (What is it?)	1		2			3
ACT test scores	1	1	1		1	2
Minimum ACT score (What is it?)		1	2			3
SAT test scores			3			3
Minimum SAT score (What is it?)			3			3
Letters of reference			3			3
Health requirements	2		1			3
Transfer college transcript	3					3
Minimum college transfer GPA (What is it?)			3			3
Application fee (What is it?) $10.00 - 2	2		1	2		1
Application form completion	3			2		1
Deadline for new student admission (What is it?)			3			3
Other (specify)						
Health careers (special requirements	1					
Nelson-Denny reading test	1					1

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Nursing (ADN)

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?)	1-October 1-February 1-March 1st 1-1 month 1-August or January	1-June 1-November 15th		1-August or January	2	
List special tests required and minimum scores required if any:						
ACT	4	1		3	1	
Special application	1			1		
High school graduate/GED	1			1		
NLN - PNG	1					
Nelson-Denny reading test	2					
List specific course work (high school or college) required and minimum grades required:						
Social Science	2					
Foreign Language	1					
Chemistry (C)	6			3		
14 hours Liberal Studies	1			1		
Biology (C)	4			1		
Mathematics (C)	2					
Other (specify)						
Anatomy and Physiology	1			1		
High school or college transcript	3					
Interview	1			1		
Health form	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Nursing (LPN)

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? 1-March 5th 1-September 1st / 1-April 15th)				1		
List special tests required and minimum scores required if any						
ACT (14)	1			1		
GATB		1				
List specific course work (high school or college) required and minimum grades required.						
PRN 1120 (C)	1					
Other (specify)						
High school or college transcript	2					
Physical examination	1					
Interview	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Animal Health Technology, Associate Degree Nursing, Dental Assisting, Dental Hygiene, Practical Nursing, Radiologic Technology, Respiratory Therapy Technology, and Surgical Technology.

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? January)	X					

1st and the first of every succeeding month as space availability permits

List special tests required and minimum scores required if any						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
List specific course work (high school or college) required and minimum grades required.						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Other (specify)_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

MLT (Medical Laboratory Technology)

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? 1-March 18th 1-February 1st)		1-April 15th		1		
List special tests required and minimum scores required if any						
ACT	2			1		
NLN-PNG	1					
List specific course work (high school or college) required and minimum grades required.						
Mathematics (C)	3			1		
Biology (C)	3			1		
Chemistry (C)	3			1		
MRT (C)	1			1		
Other (specify)						
High school or college transcript	2					
Interview	1					
Physical examination	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

RAD (Radiography)

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? 1-February 15th)	1-February 1st	1-February 15th	1			
List special tests required and minimum scores required if any						
ACT	2	1		1		
List specific course work (high school or college) required and minimum grades required.						
Biology (C)	3			1		
Mathematics (C)	2					
Chemistry (C)	1					
Other (specify)						
High school or college transcript	3					
Interview	1					
Physical examination	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Biomedical Technology

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?_____)	_____	1-April 15th	_____	_____	_____	_____
List special tests required and minimum scores required if any						
High school graduate/GED	1	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
List specific course work (high school or college) required and minimum grades required.						
Biology	1	_____	_____	_____	_____	_____
Mathematics	1	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Other (specify)_____	_____	_____	_____	_____	_____	_____
High school transcript	1	_____	_____	_____	_____	_____
College transcript	_____	1	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Physical Therapy Assistant

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?)	1-February 1st	1-April 15th				
List special tests required and minimum scores required if any						
ACT	1					
High school graduate/GED	1					
List specific course work (high school or college) required and minimum grades required.						
Biology (C)	2					
Mathematics (C)	2					
Chemistry (C)	1					
Other (specify)						
High school or college transcript	1					
Interview	1					
Physical examination	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Medical Records Technology

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? 1-February 1st)		1-April 15th				
List special tests required and minimum scores required if any						
High school graduate/GED	1					
List specific course work (high school or college) required and minimum grades required.						
Biology (C)	2					
Mathematics (C)	2					
Type 40 WPM	2					
Other (specify)						
High school or college	1					
transcript						

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Respiratory Therapy

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?_____)	1-summer	1-January 1st			1-January 1st	
List special tests required and minimum scores required if any						
19-Composition and ACT 16-Mathematics	1			1		
Special application	1			1		
High school graduate/GED	1			1		
List specific course work (high school or college) required and minimum grades required.						
Chemistry	1			1		
Algebra	1			1		
Biology	1			1		
Mathematics	1					
Other (specify)_____						
Interview	2			1		

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:
Dental Assisting

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?_____)	_____	1-May 1st	1	_____	1-May 1st	1
List special tests required and minimum scores required if any						
ACT	1			1		
Special application	1			1		
D.H.A.T.	1					
_____						
List specific course work (high school or college) required and minimum grades required.						
Chemistry	1					
Biology	1					
_____						
Other (specify)_____						
Interview	1			1		
_____						
_____						

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:
ORT (Operating Room Technician)

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? 1-February 1st)						
List special tests required and minimum scores required if any						
_____						
_____						
_____						
_____						
List specific course work (high school or college) required and minimum grades required.						
Biology (C)	1					
Mathematics (C)	1					
_____						
Other (specify)						
_____						
_____						
_____						

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Medical Assistant

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? 1st February)						
List special tests required and minimum scores required if any						
_____						
_____						
_____						
_____						
List specific course work (high school or college) required and minimum grades required.						
Biology (C)	1					
Mathematics (C)	1					
Typing (C)	1					
Other (specify)_____						
_____						
_____						
_____						

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Health Programs

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?_____)	1-one semester					
List special tests required and minimum scores required if any						
_____						
_____						
_____						
_____						
List specific course work (high school or college) required and minimum grades required.						
_____						
_____						
_____						
Other (specify)_____						
_____						
_____						
_____						

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:
Nursing and Allied Health

	Degree Seeking Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? August 1st or January 2nd)	1					
List special tests required and minimum scores required if any						
Physician's report	1					
ACT	1					
Placement test	1					
C.G.P. test (200)	1					
List specific course work (high school or college) required and minimum grades required.						
2.0 GPA	1					
Other (specify)						
High school or college transcript	2					
Residence status	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

ADN and Medical Laboratory Technician

	Degree Seeking Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?_____)		August 1st	1			
List special tests required and minimum scores required if any						
ACT	2					
Physician's report	2					
Placement test	2					
List specific course work (high school or college) required and minimum grades required.						
Mathematics (C)	2					
Biology (C)	1					
Chemistry (C)	2					
Other (specify)_____						
$10.00 processing fee	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Dental Assisting, Medical Assisting, LPN and Respiratory Care

	Degree Seeking Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it? August 1st or February 1 / 2nd 1)						
List special tests required and minimum scores required if any						
ACT	2					
Placement test	2					
Physician's report	2					
List specific course work (high school or college) required and minimum grades required.						
GATB (for LPN)	1					
Chemistry (for Respir. Care)	2					
Biology (for Respir. Care)	1					
Mathematics (for Respir. Care	1					
Other (specify)						
Type 35 WPM (Dental Asst.)	1					
Type 30 WPM (Medical Asst.)	1					
$10.00 processing fee	1					
18 years old (Dental Asst.)	1					
Interview	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

Radiologic Technology

	Degree Seeking Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?_____)			1			
List special tests required and minimum scores required if any						
ACT	1					
Physician's report	1					
List specific course work (high school or college) required and minimum grades required.						
Other (specify)_____						
$10.00 processing fee	1					
Interview	1					

Please enclose a copy of any written policies you may have concerning special program admissions.

3. Do you accept students on a student VISA?

12 Yes

2 No

If so how many students per year Unlimited - 5, 15-20 - 1, 20-25 - 1, 24 - 1, and 30 - 1.

Also if so, are there different requirements for these students? Check (✓) the appropriate column.

Language Requirement:	Require and Enforce	Require But Don't Enforce	Don't Require
TOEFL	12		
Minimum TOEFL score (What is it?) 375 - 1, 400 - 2, 450 - 2, 500 - 5, 525 - 1, and 550 - 1	12		
List all other language requirements and minimum scores required:			
If not TOEFL - completion of 8th level ESL	1		
Interview and essay	1		
Proficiency in English by interview and educational background	1		
Michigan test - 40	1		
Michigan test - 70 restricted	1		
Michigan test - 80 unrestricted	2		
450 - restricted registration/500 - unrestricted registration	1		
List all other requirements for those on a student VISA which are different than general admission requirements:			
Certificate of eligibility	1		
Educational credentials	4		
Financial statement	9		
Financial aid acknowledgement	2		
Special admission form	1		
Health and accident insurance	2		

4. How do you handle the admission of non-high school graduates? Check (✓) all that apply.

3 A. Admit them only if they have a GED.

2 B. If they don't have a GED they must pass specific remedial courses (specify) See attached

1 C. If they don't have a GED, they are required to pass a special test (specify) May be admitted as degree seeking student, but also must take our placement test - CGP (Comparative Guidance and Placement.

5 D. If they don't have a GED students are evaluated on an individual basis as to both their academic background and their life experiences.

2 E. If they don't have a GED they are admitted only to certain programs, (specify which) See attached

8 F. There are no special requirements for non-high school graduates. See attached

5. What action do you take if student doesn't submit required credentials? Check (✓) one.

2.83 A. Prevent students from enrolling for a first semester.

5.33 B. Follow up on students after they are enrolled the first semester asking them to supply the missing credentials. If they still don't comply, prevent them from enrolling for a second semester.

2.33 C. Follow up on students after they are enrolled the first semester and encourage them to supply the missing credentials.

1 D. Nothing

2.50 E. Other (specify) 1 - Their credentials are checked when they apply for financial aid, graduation or for a transcript.
1½ - Restricted to part-time enrollment

6. How are student credentials used at your college? Check (✓) the appropriate column for each use.

	Extent to Which Credentials Are Used			
	The Major Component	A Major Factor	Used Somewhat	Not Used
Admission decisions		5	3	6
Placement	3	1	10	1
Advisement	6	4	5	
File background	1	4	7	1
Other (specify)				
Transfer credit	1			

If you would like a copy of the results of this survey please check this box ☐ and complete the following:

Name of individual completing this form See attached

School

Address

Thank you for your cooperation.

COMMENTS

Minimum High School GPA

Upper half of graduating class for admission to baccalaureate oriented programs.

Minimum ACT Score

20 - for certain baccalaureate programs.

An ACT English score of 17 or above is required for students wanting to go into English 101. If the ACT is not available, they are required to take an English placement test.

Health Requirements

Health programs only

Minimum College Transfer GPA

Accept only hours in same major field.

Deadline for New Student Admission

Mid-quarter with instructor's permission. Admissions office can admit students through first week of the term.

ECC has an open door policy. Students may register for a class up to the second class meeting. We also have late starting classes where a student can register the same way.

Last day of the first week of classes.

Other

Health forms required and enforced for allied health programs. Requirement of high school transcript enforced; college transcript requirement enforced for allied health.

Question 4 - Part B

Counselor interview - diagnostic testing for English and Mathematics.

For full-time Arts and Sciences and most vocational programs.

Question 4 - Part E

After attempting 12 hours, are evaluated again.

A.S. program

Comments (continued)

Question 4 - Part F

3 - They must be over 18; high school class must be graduated.

At the decision of the Admission office on an individual basis.

We encourage all non-high school graduates to take the GED.

Question 5 - Part E

Students are requested to have all necessary credentials on file before they register, if they fail to do so it is caught when they apply for financial aid, request a transcript to be sent, and when they petition to graduate.

They sign a "record probation agreement" and may enroll up to the night before classes begin. If they don't submit credentials by beginning of next semester, they are restricted to part-time.

½ - Could allow them to enter part-time.

1/3 - Registration restrictions from Admission office, residency requirements.

APPENDIX

William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067
312-397-3000

November 21, 1980

Dear Colleague:

In an effort to evaluate the admissions policies and procedures of William Rainey Harper College, the Office of Admissions, in conjunction with the Office of Planning & Institutional Research, is conducting a survey of community college admission practices. The survey is being sent to community colleges which are similar in size and/or scope to Harper College.

Could you help us by taking some time to complete the enclosed survey? We realize that your list of "to-do's" is probably quite lengthy, and so your cooperation in this matter is sincerely appreciated. Please return the completed form in the stamped addressed return envelope provided.

We look forward to receiving your response, and we will be glad to send you a copy of our findings, if you so desire.

If you have any questions while completing the questionnaire, please feel free to call me. My phone number is 397-3000, Ext. 206.

Again, thanks for your help.

Sincerely,

Bruce Bohrer

Bruce Bohrer
Coordinator of Admissions

SURVEY OF ADMISSIONS
POLICIES AMONG COMMUNITY COLLEGES

1. What specific credentials do you require for general admission to your college for both full-time and part-time students? Check (✓) the appropriate column for each of the credentials listed for both full-time and part-time students.

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
High school transcript						
Minimum high school GPA (What is it?_____)						
ACT test scores						
Minimum ACT score (What is it?_____)						
SAT test scores						
Minimum SAT score (What is it?_____)						
Letters of reference						
Health requirements						
Transfer college transcript						
Minimum college transfer GPA (What is it?_____)						
Application fee (What is it? _____)						
Application form completion						
Deadline for new student admission (What is it? _____)						
Other (specify)_____						
_____						
_____						
_____						
_____						
_____						
_____						

2. Do you have any programs which have special admission requirements (example, nursing)? If so, please check (✓) all requirements which are in addition to general admission requirements for both full-time and part-time students. We have attached additional sheets for you to use for each special program you offer.

Program(s) whose credentials are checked below:

_____

	Full-Time Students			Part-Time Students		
	Require and Enforce	Require But Don't Enforce	Don't Require	Require and Enforce	Require But Don't Enforce	Don't Require
Deadline for special program admission (What is it?_____)	_____	_____	_____	_____	_____	_____
List special tests required and minimum scores required if any						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
List specific course work (high school or college) required and minimum grades required.						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Other (specify)_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please enclose a copy of any written policies you may have concerning special program admissions.

3. Do you accept students on a student VISA?

_____ Yes

_____ No

If so how many students per year_____

Also if so, are there different requirements for these students? Check (√) the appropriate column.

	Require and Enforce	Require But Don't Enforce	Don't Require
Language Requirement:			
TOEFL	_____	_____	_____
Minimum TOEFL score (What is it?_____)	_____	_____	_____
List all other language requirements and minimum scores required			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
List all other requirements for those on a student VISA which are different than general admission requirements			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. How do you handle the admission of non-high school graduates? Check (√) all that apply.

_____ A. Admit them only if they have a GED.

_____ B. If they don't have a GED they must pass specific remedial courses (specify).

_____

_____

_____ C. If they don't have a GED, they are required to pass a special test (specify).

_____

_____

_____ D. If they don't have a GED students are evaluated on an individual basis as to both their academic background and their life experiences.

_____ E. If they don't have a GED they are admitted to only certain programs (specify which)._____

_____

_____ F. There are no special requirements for non-high school graduates.

5. What action do you take if student doesn't submit required credentials? Check ( ) one.

_____ A. Prevent students from enrolling for a first semester.
_____ B. Follow up on students after they are enrolled the first semester asking them to supply the missing credentials. If they still don't comply, prevent them from enrolling for a second semester.
_____ C. Follow up on students after they are enrolled the first semester and encourage them to supply the missing credentials.
_____ D. Nothing
_____ E. Other (specify)_____

_____

_____

6. How are student credentials used at your college? Check (✓) the appropriate column for each use.

	Extent to Which Credentials are Used			
	The Major Component	A Major Factor	Used Somewhat	Not Used
Admission decisions	_____	_____	_____	____
Placement	_____	_____	_____	____
Advisement	_____	_____	_____	____
File background	_____	_____	_____	____
Other (specify)				
_____	_____	_____	_____	____
_____	_____	_____	_____	____
_____	_____	_____	_____	____
_____	_____	_____	_____	____

If you would like a copy of the results of this survey please check this box ☐ and complete the following:

Name of individual completing this form_____

School _____

Address_____

_____

Thank you for your cooperation.

POPULATION SURVEYED FOR
ADMISSIONS POLICIES AMONG COMMUNITY COLLEGES

1. Triton College 2000 Fifth Avenue River Grove, Illinois 60171 312-456-0300	Assistant Dean of Students, Admissions,and Records Mary Kay Kickels
2. College of DuPage 22nd and Lambert Road Glen Ellyn, Illinois 60137 312-858-2800	Director of Admissions James H. Williams
3. Elgin Community College 1700 Spartan Drive Elgin, Illinois 60120 312-697-1000	Director of Admissions and Records James Galbraith
4. College of Lake County 19351 West Washington Street Grayslake, Illinois 60030 312-223-6601	Director of Admissions and Records Curtis Denny
5. Oakton Community College 7900 Nagle Avenue Morton Grove, Illinois 60053 312-635-1600	Director of Admissions and Records John D. Gagin
6. Parkland College 2400 West Bradley Avenue Champaign, Illinois 61820 217-351-2200	Director of Admissions Joan Davis
7. Lincoln Land Community College Shepherd Road Springfield, Illinois 62708 217-786-2200	Dean of Admissions, Records, and Research Jerry Moskus
8. Rock Valley College 3301 North Mulford Road Rockford, Illinois 61111 815-226-2600	Director of Admissions and Records Peter Lonsway
9. Belleville Area College 2500 Carlyle Road Belleville, Illinois 62221 618-235-2700	Registrar - Director of Admissions Vincent Margerum
10. Illinois Central College Route 24 East Peoria, Illinois 61635 309-694-5011	Director of Admissions and Records Gilbert Baechler

Population Surveyed For Admissions Policies Among Community Colleges (continued)

11. Cuyahoga Community College Metropolitan Campus
    2900 Community College Avenue
    Cleveland, Ohio 44115
    216-241-5966
    Registrar Admissions and Records
    Keith E. Miles

12. Miami-Dade Community College
    11011 South West 104th Street
    Miami, Florida 33176
    305-596-1211
    Director of Admissions - Registration Service
    Douglas E. Matthewson Jr.

13. Oakland Community College
    2480 Opdyke Road
    Bloomfield Hills, Michigan 48013
    313-647-6200
    Director of Admissions
    Charles Kurzer

14. Prince George's Community College
    301 Largo Road
    Largo, Maryland 20870
    301-336-6000
    Director of Admissions
    Leon Weaver

15. Des Moines Area Community College
    2006 Ankeny Boulevard
    Ankeny, Iowa 50021
    515-964-6200
    Director of Admissions
    James Frazee

16. Saint Louis Community College at Florissant Valley
    3400 Pershall Road
    Saint Louis, Missouri 63135
    314-595-4200
    Director of Admissions
    Gordon L. Benson

17. El Centro College
    Main and Lamar
    Dallas, Texas 75202
    214-746-2200
    Registrar and Director of Admissions
    John Davis

18. De Anza College
    21250 Stevens Creek Boulevard
    Cupertino, California 95014
    408-996-4720
    Registrar
    Lew Ham